**MINUTES OF CKC MANAGEMENT TEAM MEETING**

THURSDAY, 14 FEBRUARY 2019 AT 7.30 PM

1. **ATTENDANCE**

 Director Vicki Dwyer

 Team Co-ordinator Diane Jenkins

 Treasurer Deborah Martin

 Secretary Sue Gray

 Membership Jen Senior

 PR/Marketing Kate Hawkins

 Team Members Susan Kelly

 APOLOGIES: Madee Di Vitto

  Pippa Anderson

**2.** **Resolution**: Minutes of previous meeting 13 December 2018 ratified

 Moved:Susan Kelly

 Seconded: Kate Hawkins

**3. BUSINESS ARISING AND ACTIONING**

DIANE St Joseph’s for retreat 6 & 7th April – dates confirmed

 AGM – date confirmed for Wed 17 April 2019

DEBORAH Website and Instagram account updating completed. New photos embedded in site.

 All outstanding payments owed by members almost complete. Deborah to update HC Photo spreadsheet for payments received.

 Contra invoicing confirmed for SH and CKC show.

 Still waiting for additional HC medals -Deborah to chase. Harmony Classic medals for Doris, Karen Tucker, Kumi, Jen Kumar, Emma, Jessi, Kath W. Violetta and Yasi not eligible as both were on leave and did not perform in Hornsby concert.

JEN Name badges – done, a few outstanding. Can Carol produce going forward?

SUE To check with Debra Griffiths as she has produced locally previously, instead of purchasing from the US.

KATE Meet up – will let expire. Not worth continuing as not enough traffic to warrant the expense.

4**. CORRESPONDENCE IN & OUT**

IN/OUT Di Huber – possibility of visit Feb 2020

 Alison Nicholson – re Anne Downton workshop

 Annette Connelly – Gail Jencek available for coaching

 David Wright – variations to arrangement details

**5.** **RATIFICATIONS BY EMAIL**

No email ratifications in the past two months to report**.**

**6. REPORTS**

**FINANCE**

Finance report to come, accounts still being reconciled.

2019 Budget to be completed – details of any out of the ordinary expenditure for 2019 to be provided to Deborah for inclusion.

**MUSIC TEAM**

Audition process for current new candidate members to be the two new songs :

Ballad “I Wish You Love”, up tune will be “Almost Like Being in Love”.

All risers should be passed by 27 March.

Agreed for Vicki to use Jan Carley’s coaching programme (Flex Pack 8 x 1 hour sessions @ $1200). Deborah to sort out invoicing and charging.

**MEMBERSHIP**

Membership stands at 51 members. Average attendance at rehearsals 42 members.

**Members’ Leave**

Karen Totaro 23/01/19 – 24/07/19

Ann Keating 13/02/19 – 31/05/19

Maria Priestley 08/05/19 – 19/06/19

Liz Perry 26/06/19 – 31/07/19

Cheryl Benson 10/07/19 – 17/07/19

Alison Anderson 17/07/19 – 24/07/19

28 Prospective new members attended Week 1 of the course.

Workshop weekend 6 & & April with graduation for family and friends @ 3pm Sunday afternoon – mention at weekly rehearsals once we are a few weeks into the course.

Jen will organise weekly newsletter for the new members, possibly to include section leader bios.

**FUNDRAISING (and social)**

Report received with many ideas for fundraising and social activities suggested.

Fundraising : Bunnings BBQ and cakestalls planned – dates TBA

Ongoing boot stall (trash and treasure sales) at rehearsals to be discouraged.

Trivia in July given the OK – always fun and brings in money from outside the chorus.

Social : Castle Hill Bowling and RSL dinner

Picnic with families and dogs – venue TBA

Suggested a High Tea in December where the chorus also sings Christmas carols (Theme of Jingle Bells – Mission Valley Chorus has held them in the past, Vicki to find contact to pass on)

**PERFORMANCE**

**Parramatta Council Australia Day** - chasing invoice.

Request from Alison Anderson regarding participation in **Hills Relay for Life** Sat 18 & Sun 19 May and possibly performing sometime during the 24 hour event. Happy for chorus to participate in the relay event on a voluntary basis but not to perform as the songs suggested are not part of current repertioire and will need time at rehearsal to prepare. Not a paid gig and no confirmation that we would be given a time to perform. Vicki sent response to Steph whilst at meeting.

**MARKETING**

“I Am Woman” video planned for Region for Oct 19 as part of 30th Anniversary celebrations. Song is gift to the Region - Convention quartets to record the song, all choruses invited to participate in video. Kate will be managing on behalf of region.

7. **GENERAL AND OTHER BUSINESS**

* **Mary Owens annual trophy** for a CKC member - Has been put on hold for further investigation and synthesis of idea and merit of the award.

8. MEETING CLOSED AT 9.50PM

9. NEXT MEETING: 7.30pm Thursday, 14th March 2019 at Di’s